Integrated Safety Management Plan

Information Technology Division

September 2008
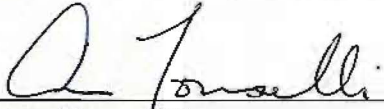
(signature)

Date: 9/22/08

Rosio Alvarez
CIO & Division Director
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1. Purpose

The Integrated Safety Management (ISM) Plan is the document used to guide the implementation of integrated safety activities in all Information Technology Division efforts. The Laboratory's Environmental Safety and Health (ES&H) policies and requirements are contained in the:

- Lawrence Berkeley National Lab Institutional Integrated Safety Management Plan (PUB 3140), http://www.lbl.gov/ehs/ism/ism_06.pdf
- Regulations and Procedures Manual (RPM), http://www.lbl.gov/Workplace/RPM
- Health and Safety Manual (PUB-3000), http://www.lbl.gov/ehs/pub3000/

This Integrated Safety Management Plan describes the mechanisms that are applied in the IT Division to ensure that safety policies are properly implemented. The IT Division will conduct all of its operations in a manner that protects the health and safety of its personnel/staff (including employees, participating guests, contractors, vendors, students and visitors), does not endanger the environment, and is consistent with all applicable LBNL, university, and government agency policies and regulations.

2. Document Control

The Information Technology ISM Plan will be reviewed annually with revisions noted in the area delineated as "Document Control". Specific section changes will be reflected in Appendix B.

Document Title	Owner	Last Review	Next review
Division ISM	Director Alvarez	9/30/08	9/30/09

3. Description of IT Division

The Information Technology (IT) Division supports DOE's research mission by providing strategic IT support services to the Lab. These services include:

- Workstation Support
- Email
- Collaboration Tools
- Printing and Storage
- Servers and Clusters
- Business Support Applications
- Security, Passwords and User Accounts
- Application Development
- Networking

- Telephones
- Journals and Publishing

4. Accountability and Responsibility

The Division Director is responsible for ensuring that the Division complies with all Laboratory policies and procedures. In order to accomplish this end the following responsibilities are defined for both line management (defined in the Division as Department Heads, Group Leaders, Work Leads and other supervisors) and Division personnel/staff (defined in this document as employees, participating guests, contractors, vendors, students and visitors):

1. **Line management:** Line management is responsible, and accountable, to the IT Division Director for assuring that all activities of Division personnel are carried out in a safe manner, and in accordance with all Laboratory ES&H requirements. Line management must consult with qualified specialists, including IT's Safety Coordinator, the Environmental Health and Safety Division (EH&S) Liaison, and Subject Matter Expert (SME) staff, to resolve any questions about ES&H activities. Line management is obligated to work closely with their staff to ensure that required training is taken and they must proactively promote and encourage safety awareness in the workplace. Line management is responsible for conducting quarterly walk arounds to discuss and address safety concerns with direct reports, and to inspect workspaces and address deficiencies, with the expectation that every employee and IT division workspace will be reviewed at least once every year.

2. **Division personnel:** Staff are responsible for knowing and following the ES&H requirements that apply to their work and to cooperate and contribute to the IT Division's ES&H activities as appropriate. This includes annually updating individual Job Hazard Analysis (JHA), or when responsibilities change, and keeping current with required training. If there is any question about the safety or environmental impact of an activity, each and every staff member has a responsibility to stop the work and resolve the issues(s) before proceeding. Additionally, each employee has the responsibility to contact their supervisor and/or division safety coordinator to report any musculoskeletal discomfort.

For further information as to line management and division personnel's responsibilities, please note Appendix A of this document (p. 6).

5. IT Division Safety Committee

The IT Division maintains a Safety Committee that meets as needed but at least quarterly. The Committee's activities include the review and implementation of the Division ISM Plan. The Committee analyzes Supervisor's Accident Analysis Report (SAAR) data, promotes ES&H awareness and training, reviews current work and the JHA Work Groups annually, reviews the need for specialized training, provides for, and/or conducts, routine inspections and self-assessments, participates in planning for the Management of Environmental Safety and Health (MESH) review, develops metrics and analyzes pertinent data, and advises the Division Director and Deputy on ES&H issues. The IT Safety Committee will work with IT Division

Management to participate in the preparation of an annual self-assessment report for the Division Director. The report will include an evaluation of how well the Division ISM Plan is implemented. The Safety Committee will assure that the IT Division works to improve the effectiveness of the Safety program through the dissemination of lessons learned and other appropriate mechanisms.

6. Accident Review

The IT Division will conduct an accident review, consisting of the Division Safety Coordinator, the EH&S Liaison, line management and the staff member, for DOE recordable injuries and other significant accidents. From the interviews and ensuing investigation, a root cause analysis and corrective actions will be instated, ensuring prevention of a recurrence of the injury or accident. Lessons learned and other information are communicated to the Safety Committee, line management, and Division personnel as appropriate.

7. Scope of Work Authorized

Since most of the IT Division personnel work in an office environment (JHA Work Group, "IT Employee"), heavy computer use has been identified as the primary hazard. Other work performed by IT Division personnel, with associated hazards and controls, is defined by the following JHA Work Groups:

> Communications and Data Center Support
> Computer Field Support
> IT Library, Archives and Records Support
> IT Network Support
> IT Halon-Protected Data Center Access

The Division Safety Committee will review work performed by IT division personnel and the list of JHA Work Groups annually to ensure any work performed by IT Division personnel is covered by a work group. JHA Work Group owners will review work groups annually to ensure hazards and controls are defined therein and properly maintained.

8. Qualifications and Training

The LBNL Job Hazard Analysis (JHA) is the tool used to identify course requirements and record their completion within the IT Division. In cases where the individual does not have online access, training and requirements may be documented in any manner chosen by the supervisor, provided a copy is made available for the staff member's personnel file. Contract labor employees, guests and students are subject to the same ES&H requirements as career personnel for the purposes of training and qualification.

In addition to requirements delineated by the JHA, ergonomic evaluations/assessments of each computer workstation are required at the time of employment and when discomfort is noted. In the case of discomfort, a trained ergonomist will review the work area to provide guidance to mitigate any further discomfort.

9. Resource Allocation

Line management will allocate appropriate resources to address ES&H. The allocation of funds is particularly important in addressing ergonomic issues but may also be required to cover the cost of safety equipment, permits, and training.

To facilitate implementation and execution by the Division ES&H Program, the following division resources are made available:

0.25 FTE, IT Division Safety Coordinator
0.10 FTE, Administrative support

The following resources are made available by the EH&S Division on a matrix basis. They are available to assist research and operations supervisors, the division ES&H committee, and the division staff in general with any aspects relating to the implementation of this program. The matrixed individuals are accountable to the division safety coordinator.

0.10 FTE, EH&S Division Liaison
0.08 FTE, other EH&S division staff

Appendix - A

Seven Guiding ES&H Principles:
1. Line Management Responsibility for ES&H
2. Clear Roles and Responsibilities
3. Competence Commensurate with Responsibilities
4. Balanced Priorities
5. Identification of ES&H Standards and Requirements
6. Controls Tailored to Work Being Performed
7. Operations Authorization

Five Core ES&H Functions:
1. Work Planning
2. Hazard and Impact Analysis
3. Establishment of Controls
4. Work Performance
5. Feedback and Improvement

More details can be found in the LBNL ISM Plan at:

Appendix – B

IT ISM Change Log

This list shows changes in the IT Integrated Safety Management Document. Our first ISM was posted in June of 2007. These are the changes made since that time.

Item changed	Changes made	Date of change
Section 2	*Added Document Control section*	9/17/08
Section 4	*Redefined Line management to include Work Leads in addition to Department Heads, Group Leaders, and other supervisors*	9/9/08
Section 4.1	*Added Line management responsibility to conduct quarterly walk arounds*	9/9/08
Section 4.2	*Updated division personnel responsibilities*	9/9/08
Section 5	*Modified Division Safety committee meeting frequency and added responsibility to review work and list of JHA Work Groups*	9/9/08
Section 7	*Modified Scope of work authorized to include the 6 IT workgroups and review responsibilities and schedule for work and JHA Work Groups*	9/9/08
Section 8	*Modified Qualifications and Training to address Lab ergonomics program changes*	9/9/08
Section 9	*Updated Division Safety Coordinator resource allocation*	9/9/08

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